



Peer Leadership: From Today's Achievers to Tomorrow's Leaders FAQ'S:

What is the History of Peer Leadership: From Today's Achievers to Tomorrow's Leaders?

The program's development began in 2018 as a result of the identified need for a course to support the growth of front-line leaders within the Indiana Department of Correction. Recognizing that peer leadership is a critical element of the workplace, the program was created to provide training and support to high-potential staff who are not yet in supervisory positions, allowing them to better function as peer leaders in their current roles in addition to providing a tool for succession planning. The program is being piloted in October 2019 with full launch anticipated for spring 2020.

What is included in the curriculum?

Peer Leadership is a highly interactive, activity-based program which focuses on assessing and developing both individual and team strengths. Much of the curriculum is based on the book, "Spark: How to Lead Yourself and Others to Greater Success," and several main areas of focus include credibility, confidence, peer conflict resolution, accountability, stress management, and professional development.

Who facilitates the training?

The facilitation of the Peer Leadership program is a collaborative effort of the Staff Development & Training Team. Executive Director Nancy Riley and Regional Training Managers serve as the primary instructors for the program with the SD&T supervisory team working closely with the participants in team leader roles and the curriculum development team assisting with facilitation of activities.

Who is an ideal candidate?

An ideal candidate is an IDOC employee who is not currently in a supervisory role but displays leadership ability among peers and exhibits strong potential to grow into a future leader within the department.

How are candidates selected?

Wardens and/or department directors of facilities which have been selected to participate in a Peer Leadership session are asked to work with their team to identify and select for participation three to five staff members who meet the identified criteria.

How much outside time is required in addition to the in-person sessions?

It is suggested that participants complete a recommended reading assignment prior to the course along with two online assessments which are utilized throughout the program. Additionally, participants may need time outside of class hours during the program week to complete or finalize assignments.

How do you measure success of the training?

The program will be evaluated through the gathering of feedback from participants, their supervisors, and program facilitators in addition to program evaluations.

If one of my staff is selected, is there any time commitment from me?

The time commitment from participant supervisors is minimal. Participants may request follow-up assistance regarding goals developed during the program and supervisors may be contacted to provide feedback regarding the performance of program participants.

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The Leadership Academy FAQ'S:

What is the History of The Leadership Academy?

The Leadership Academy was developed in 2008. It is a blended format of lecture and team building activities. Some of the topics covered during the program are: Foundations of Leadership, Self-Awareness, Leadership Team Building, and Leadership Problem Solving & Strategic Thinking. The team building activities utilize the Mobile Team Challenge system which is an easy-to-use professional training and development system using a wide variety of activities to elicit team work, communication, leadership, and general life skills.

Who facilitates the training?

Individuals are selected by an application and review process. Once the applicant submits all components of the application, it is reviewed by the Division of Staff Development and Training's Management Team and individuals are selected. The Division of Staff Development and Training's Management/Supervisory Team are also utilized as Facilitators of the program.

Who is an ideal candidate?

Candidates should meet the following minimum qualifications of having had no disciplinary action(s) in the past two years and five years' experience in their field. Candidates should exhibit the potential to become a leader within their organization.

How are candidates selected?

Candidates are selected by an application and review process. Once the applicant submits all components of the application, it is reviewed by a selection board composed of Indiana Department of Correction Executive Staff and the Division of Staff Development and Training's Management Team.

How much outside time is required in addition to the in-person training?

Participants will be required to utilize their time effectively to manage projects and conduct meetings to meet all the requirements. Participants will be required to collaborate and at times, meet remotely or in person with their team members to research/prepare for presentations for their Capstone projects.

What happens if my staff can't attend the entire Academy?

In the event that a participant cannot attend a portion of the academy, they will need to contact the Dean Chris Meredith as soon as possible. Once notification has been made, a determination will be made as to the appropriate course of action. Depending on the amount of the program missed, it could range from attending a make-up session or possibly attending the missed portion the following year.

How do you measure success of the training?

Due to the diversity of the cohort, the Facilitators and Team Leaders will observe how the participants are reacting and responding to the adversity they are faced with during the team building activities. Throughout the two weeks the cohort should begin to work more cohesively as one team despite their differences, both personally and professionally.

If one of my staff is selected, is there any time commitment from me?

This course does request the Supervisor, Subordinates, and Peers complete a 360 assessment survey for the participant attending the academy. This assessment only takes about 20 minutes of your time to complete.

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Women in Leadership FAQ'S:

What is the History of Women in Leadership?

The Women in Leadership program was developed in 2016 based on an idea the Deputy Commissioner Julie Lanham had when speaking with staff visiting Central Office. D.C. Lanham then took her idea to the Executive Director of Staff Development and Training, Nancy Riley where the creation of the program began. The program initially began as a one part program, and quickly developed into two phases, where one phase is held in the spring and the second phase is held in the fall. A few of the topics discussed during this training in phase one are; the importance of women in leadership roles, the importance of developing the self for leadership, communicating with others and what a mentor can do for them. Phase two discusses emotional self-awareness, personal development and Family/Work-Life balance within the roles of leadership.

Who facilitates the training?

The current Dean of Women in Leadership program is Jamie Fitch, Curriculum Development Supervisor. The Lead of the program is Ann Hubbard, Curriculum Development Specialist. There are several facilitators for the program, from Deputy Commissioner's, the Controller, Executive Director's, Wardens, Deputy Warden's, Captain's, and Staff Development and Training's Management Staff. Throughout the sessions participants will have an opportunity to interact with executive staff through panels and expert presenters.

Who is an ideal candidate?

Any staff member is a candidate for this program. Candidates should exhibit the potential to become a leader within their organization and have determination to challenge themselves to open up and become a better leader.

How are candidates selected?

State employees can reach out to their Training Coordinator at their facility or the Dean of the program.

How much outside time is required in addition to the in-person sessions?

Participants can sign up to have a mentor from the program meet with them outside of the classroom. They also will be required to collaborate and at times, meet remotely or in person with their Mentor to discuss their career plan, and goal tracking form.

Do my staff have to participate in the Mentor portion in order to advance to Phase II of the program?

The Mentor portion is completely volunteer based only. Even though we highly suggest this portion, and your staff can reap the benefits from meeting with executive staff members and learning from them in how they overcame obstacles in their career, it is not mandated.

How do you measure success of the training?

Many staff have received promotions, excelled in their fields, and exhibited professional growth. This program offers the ability for the individual to not only grow professionally but personally as well. We utilize evaluation forms from the participants to measure the success.

If one of my staff signs-up for this program, is there any time commitment from me?

This course does request the Supervisor, Subordinates, and Peers to complete a 360 assessment survey for the participant who is wanting to complete the Mentor portion of this course. This assessment can take up to 10 minutes of your time to complete an accurate description of the participant.

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DOC Supervisory Program FAQ'S:

Historical Perspective

The DOC Supervisory Program was developed in 2009 to meet the needs of the Indiana Department of Correction's supervisory workforce. Initially, the program was designed to be a tier program consisting of 3 courses; Developing Professional Employees, Optimizing Heightened Effectiveness, and Conquering Maximum Efficiency. While each course was capable of being a standalone course, the program was designed to be a building block course with each course building from the previous. . A few of the topics discussed during this training Managing a Multi-Generational Workforce, Dynamics of a Good Supervisor, Team Organization, Coaching Subordinates, Delegation, Motivation, Discipline, Fact Files, Performance Management, Building Trust and Organizational Change.

In 2017, the Indiana Department of Correction established the program as a mandatory training for all supervisory classifications and revised the course material to be a single 5-day Program.

Is the DOC Supervisory Program Specific to DOC Policy?

No, the program is competency based! The DOC Supervisory program focuses on fundamental competencies of supervision, such as, Coaching, Performance Management, etc. All areas that are related to personnel performance are developed in collaboration with the State Personnel Department.

Who facilitates the training?

The DOC Supervisory Program is managed by Mr. Matthew Andrick. Matt is the Division of Staff Development and Training's Operations Manager. Matt works closely with the Divisions Regional Training Managers and Regional Training Specialists to coordinate this program throughout the State at Regional Training Sites. Program instructors are experienced supervisors of all levels.

Who is an ideal candidate?

This program is designed for supervisors for are new to their role. Ideally, participants would have between 3-9 months experience in classification before attending this program. However, this program is applicable to any persons in a supervisory classification.

How much outside time is required in addition to the in-person sessions?

This program is designed to take place inside the classroom. The only requirement outside of the classroom is a series of 5 eLearning modules that the participant would complete before attending.

What happens if my staff can't make the full week?

Ideally, participants would be available to attend the program in one sessions. However, we do realize that there is much work to be done and that there will be occasions when a participant is not available for a portion of the training. In these rare cases we would work with the participant to schedule a makeup session.

How do you measure success of the training?

The Department of Correction has a couple of eternal metrics in place to measure the effectiveness of this program. The expectation is that we would see increased performance from the participant and their direct reports (Level 4). This return on investment (RIO) should be see in how the participant performs his/her duties.

If one of my staff attends, is there any time commitment from me?

Not directly related to the training. However, we do encourage that there is follow up from the participants supervisors to discuss with them what they learned during the program and how they will utilize the new information (coaching).

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COMMISSIONER'S EXPERIENCED AND EMERGING LEADERS FAQ'S:

What is the History of EEL?

The EEL program was developed in 2007 with the assistance of Dr. George Manning, surrounding his book *The Art of Leadership*. Since 2007, our 13 cohorts have included 460 participants. I

Who facilitates the training?

The current Dean of EEL is Executive Director of Emergency Response Operations Richard Curry, who holds a Master of Science Degree in Leadership from Indiana Wesleyan University and is currently working on his Doctorate in Leadership from Regent University. Assistant Dean Executive Director of Staff Development & Training Nancy Riley has a Master of Science Degree from Indiana State University in Criminal Justice and criminology. The Deans select advisors to facilitate the program which include the Staff Development & Training Management Team. Throughout the sessions participants will be guided by executive panels and directors who are specialist in their field.

Who is an ideal candidate?

Candidates should meet the following minimum qualifications of no disciplinary action(s) in the past two years and five years' experience in their field. Candidates should exhibit the potential to become a leader within their organization.

How are candidates selected?

State employees are nominated by their agency head, facility head, division director or a past EEL graduate. Once an employee has been nominated, they receive an application to apply which includes a resume, essay, and video submission. Once the applicant submits all components of the application, it is reviewed by a selection board composed of Indiana Department of Correction executives, EEL staff, and the Commissioner.

How much outside time is required in addition to the in-person sessions?

Participants will be required to utilize their time effectively to manage projects and conduct meetings to meet all the requirements. Participants will be required to complete reading assignments and course-related work studies to explore their leadership abilities. They also will be required to collaborate on cost-saving and Capstone Projects.

What happens if my staff can't make all four sessions?

In the event that a participant cannot attend a session, they will need to contact their advisor as soon as possible. Once contact has been made, the advisor will conduct a makeup session for that participant.

How do you measure success of the training?

Many staff have received promotions, excelled in their fields, and exhibited professional growth. To date 83 percent of EEL graduates remain state employees.

What are some examples of past capstone projects?

Capstone Project subjects have ranged from creating executive directives for facility needs, exploring creative solutions to existing challenges, and developing strategies for the state to be more cost-effective and efficient.

What are some of the topics included in the program?

Topics include self-assessments, leadership styles, developing effective teams, motivating others and career development.



If one of my staff is selected, is there any time commitment from me?

Agency heads and supervisors are invited to participate in a panel discussion and to attend the graduation ceremony in the fall. Participants will also be working with their supervisory team to complete a career development and strength assessments.

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